



## ***Charter***

**PRC-CHRT-SH-40210**

# **Charter For the Peer Safety Observation Program**

**Revision 1, Change 0**

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**Project: CH2M HILL Plateau Remediation Company  
Topic: Occupational Safety & Health**

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<b>Administrative Use</b>
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**CHANGE SUMMARY**

**AJHA:** N/A

**HRB Date:** N/A

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**Validation Date:** N/A

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**USQ Screen Number:** Excluded per App B

**Description of Change**

Added specific responsibilities for subteam Officers.

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None.

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### 1.0 PURPOSE AND SCOPE

The primary purpose of the Peer Safety Observation Program (Workers Observing Workers) is to provide a behavioral observation and feedback process in which employees routinely observe one another while performing daily work activities, on a no name/no blame basis. The program is a worker driven, management-supported, process designed to identify and reduce at-risk behaviors, while acknowledging and recognizing safe behaviors, to the end state of reducing injuries and illnesses in the workplace and at home. A subteam comprised of volunteers representing the Employee Zero Accident Council (EZAC) structure will provide oversight of the Program.

The subteam exists to perform the following:

1. Function as a subcommittee to the President's Zero Accident Council (PZAC).
2. Develop and provide oversight and direction to the observation and feedback process.
3. Develop and/or review observation and feedback checklists used within the Company.
4. Coordinate development of an Intranet Web page and maintain contents of the webpage.
5. Coordinate development of and maintain a database for managing observation data.
6. Analyze and communicate the results of observation data.
7. Oversee the development of employee training.
8. Work with EZACs to drive employee ownership.
9. Establish and communicate Program goals and objectives.
10. Identify strengths and areas for Program improvement.
11. Recommend Program recognitions/incentives to the Company Advisor.

### 2.0 MEMBERSHIP

- The subteam is comprised of bargaining unit, exempt, nonexempt, and management representatives.
  - Each Project will have at least one primary representative and an alternate(s),
  - Representatives and alternates can volunteer, be selected, or be appointed.
- The subteam is led by a chairperson and a vice chair, both of which are selected from the team membership and voted upon.
- The subteam will have a recorder secretarial support) who will be approved by the team.
- Meeting attendance is open to all employees, and visitors upon request.

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### **3.0 ROLES AND RESPONSIBILITIES**

#### **3.1 Subteam Position Descriptions**

##### **3.1.1 Chairperson**

- Preside over and direct meetings
- Develop agenda for distribution prior to meetings
- Assure a quorum for decisions requiring consensus
- Communicate pertinent program information
- Elevate issues needing attention to the Advisor
- Facilitate open discussion of WOW program progress and issues
- Establish subcommittees to address specific ideas, issues, or needs
- Track issues to closure

##### **3.1.2 Vice Chairperson**

- Assume chairperson responsibilities, in their absence
- Assist chairperson with general duties, as requested.

##### **3.1.3 Secretary**

- Schedule meetings
- Distribute agenda prior to meetings
- Document, prepare, and distribute meeting minutes
- Provide support for administrative needs (e.g., hand-outs, publications, reports, etc.)

#### **3.2 Advisors**

- The Vice President of Safety, Health, Security and Quality (SHS&Q) and the HAMTC Liaison will serve as the subteam Company Advisors.

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### 4.0 RULES OF PRACTICE

#### 4.1 Voting Protocol

- Each Project has one (1) vote.
- Voting on issues/items is accomplished by a working quorum (minimum 75%) by the raising of hands.
- Resolution of dissenting votes will be accomplished through open discussion. Stalemates will be resolved by the Company Advisors following a presentation of technical positions by each side.

#### 4.2 Administration

- The subteam will meet monthly, but may meet more frequently upon membership or Company Advisor request.
- Meeting minutes are to include a list of attendees, action items, resolution of action items, and new business/general discussion.
- The subteam meeting agenda will be distributed to the membership prior to each meeting.
- The meeting agenda will be determined by the membership.

### 5.0 FORMS

None

### 6.0 RECORD IDENTIFICATION

All records are required to be managed in accordance with PRC-PRO-IRM-10588, *Records Management Processes*. OCRWM records are also managed in accordance with PRC-PRO-QA-19579, *OCRWM Records Management*.

**Records Capture Table**

Name of Record	Submittal Responsibility	Retention Responsibility	OCRWM Retention Schedule (If OCRWM Related)
None	NA	NA	NA

### 7.0 SOURCES

#### 7.1 Requirements

None

#### 7.2 References

None